

NEUP Review Instructions

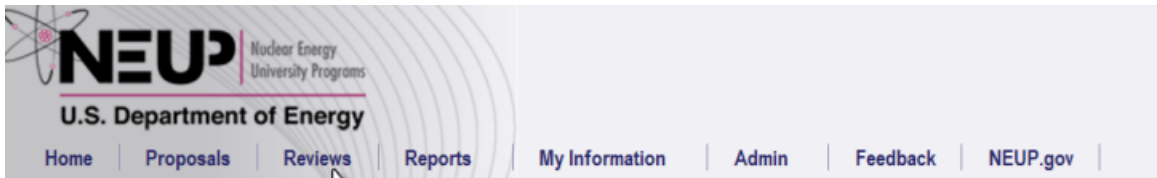
Thank you for helping Nuclear Energy University Program with the review of the R&D Call for Full Proposals. Following the link www.neup.gov will take you to our home page where you can log in to perform your reviews.



Enter your User Name and Password and select "Log In." If you need any assistance creating a new account or logging in, click on the links under the Log In box, contact our office at (208) 526-1602 or email us at NEUP@inl.gov to reset your password, unlock your account, or identify your user name.

A screenshot of the NEUP login page. At the top is a "Home" link. Below it is a "Log In" heading. The form contains two input fields: "User Name:" and "Password:". Below these is a checkbox labeled "Remember me next time." and a "Log In" button circled in red with a mouse cursor pointing to it. At the bottom of the form are three links: "Create New Account", "Forgot Password?", and "Forgot UserName?".

After logging in, the Welcome Screen will be displayed. Select "Reviews" from the tabs located at the top of the page. If that tab is missing, your roles as a reviewer may need to be reset. Please contact our office for help with this.



Welcome to the Nuclear Energy University Programs information management page.

To submit an application, click on the "Proposal" tab at the top of the page, a navigation menu on the left hand side of the page. Create an application by clic

To register for the NEUP Reviewer Database, select "My Information" from

Please affirm you have read and accept the terms of the Conflict of Interest form by checking the "I Agree" box at the bottom of the screen. Once affirmed, select the call the reviews assigned are in regards to.

Your Reviews

Please read through the [2012 NEUP Peer Reviewer Conflict of Interest](#) form. You must indicate your acceptance by checking the box below before you may do any reviews. Note: you only have to check the box once.

Use the "Review Filter" (below) to select the appropriate call for which you are a reviewer. Only those proposals that are assigned to you will be displayed. Select a proposal for review by clicking "Review" and links to the proposal and associated documents will be displayed in addition to scoring and comment input areas.

The NEUP R&D technical review process is conducted as a semi-blind two stage process. You will be asked to review technical aspects of the proposal first by reading the technical narrative of the proposal and answering two scoring criteria. Once submitted you will not be able to change these two scores. When this portion of the review is submitted you will be given access to supplementary documents including the budget, CVs of PIs, etc. You will then be asked to score additional criteria based upon the additional documents provided.

You may perform a partial review of a proposal and save your work at any time by using the "Save" button located at the bottom of the screen. If you save a review, you will note that the status of the proposal changes from "new" to "working." As a review is complete, please click "submit" and the status of the proposal will change to "submitted."

Please review the proposals as early as possible so that they can be reassigned should you determine that you have a conflict of interest. In addition, please be professional in your comments, as they will be given to the principal investigators to help them improve their applications for future submissions. Comments must be submitted for each criterion.

NEUP receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NEUP Program officer before disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.

☒ **I agree**

Review Filters
No open reviews currently assigned to you

All proposals assigned for review should appear directly below. The peer review is a blind process for the first two scoring criteria. Thus, you should not be able to identify the PI or associated partners. Once the first two criteria are scored, a final criterion will appear and you will need to provide additional scoring. Below is a guide to finishing your reviews.

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☒ I agree

Review Filters

FY 2012 R&D CFP -- No area filter --

Select a Proposal to Review

Drag a column header and drop it here to group by that column

	Tracking ID	Proposal Title	Final Scope	Invited	MSI	Review Type	Review Status	Assigned Date
Review	CFP-12-1525	My Project Title	SMR-2: Advanced Technologies and Analysis Methods	No	Yes	CFP Program Supporting Relevancy	Viewed	1/24/2012 5:13:30 PM
Review	CFP-12-1525	My Project Title	SMR-2: Advanced Technologies and Analysis Methods		Yes	CFP Technical	Viewed	2/1/2012 11:05:16 AM

Page: 1 of 1 Go Page size: 2 Change Item 1 to 2 of 2

Proposal

Select the Review link next to the Tracking ID. Notice the "Review Status" as well. Select the "View" link to download the narrative to your desktop. Below, yellow shading indicates necessary scoring based on criteria. Constructive comments are encouraged and appreciated.

	Attachment Type	Attachment Name	File Size	File Upload Date	Content Type
View	Technical Proposal		617325	3/9/2015 12:13:48 PM	application/pdf

Criteria

Please respond to the following criteria:

Scientific and Technical Merit

Criterion 1 – Advances the State of Scientific Knowledge and Understanding and Addresses Gaps in Nuclear Science and Engineering Research (10 pts.)

The technical merit of the proposed R&D project will be evaluated, including the extent to which the project advances the state of scientific knowledge and understanding and addresses gaps in nuclear science and engineering research. Evaluation will consider how important the proposed project is to advancing knowledge and understanding within the area selected and how well the proposed project advances, discovers, or explores creative, original or potentially transformative concepts.

Review Considerations:

- Advances the state of scientific knowledge and understanding.
- Addresses gaps in nuclear science and engineering research.

Points	Scoring Criteria
9-10	Outstanding scientific merit; clearly addresses gaps in scientific/engineering knowledge and understanding
6-8	Reasonable contribution; likely to contribute to scientific knowledge and understanding
3-5	Questionable scientific merit; not likely to result in meaningful advances to scientific knowledge and understanding
1-2	Little or no scientific merit; does not advance knowledge and understanding

Score (0 - 10):

Scientific and Technical Merit Comments

Please provide detailed comments on the quality of this proposal with respect to the listed criteria. Particularly note the proposal's strengths and weaknesses.

Technical Quality of the Proposed R&D Project

Criterion 2 – Technical Quality of the Proposed R&D Project (10 pts.)

DOE will evaluate the overall quality/acceptability of the proposed R&D project. In evaluating this criterion, DOE may consider the merit, feasibility, and realism of the proposed methodology and approach to the project; the schedule, including sequence of project tasks, principle milestones and times for each task, the planned assignment of responsibilities; proposed project efficiencies and the resources available to the applicant in carrying out the project.

Review Considerations:

- Logical path to work accomplishment

Points	Scoring Criteria
9-10	Outstanding, logical method and approach with no apparent shortcomings
6-8	Reasonably innovative approach with some weaknesses
3-5	Questionable method or approach; weaknesses evident that may impact performance
1-2	Ineffective method or approach posing significant risk of non-performance

Score (0 - 10):

Technical Quality of Proposed R&D Project Comments

Please provide detailed comments on the quality of this proposal with respect to the listed criteria. Particularly note the proposal's strengths and weaknesses.

Once you have moved on to the final criterion, you cannot return to the first section of the review. Once the “Advance to final review criterion” button is pressed, you are given access to all documents (CVs, Capabilities, Expertise, etc.) associated with a given proposal. You cannot return to adjust the score provided above as they will now be locked.

Below is a screenshot of the second half of the peer review with the final scoring criterion.

	Attachment Type	Attachment Name	File Size	File Upload Date	Content Type
View	Budget Justification				application/pdf
View	FFRDC Budget				application/pdf
View	Technical Abstract				application/pdf
View	Technical Proposal				application/pdf
View	Pricing				application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
View	Capabilities				application/pdf
View	Principal Investigator Vita				application/pdf
View	Technical Expertise and Qualifications				application/pdf
View	Benefit of Collaborations				application/pdf

Team Capabilities, Qualifications, and Experience

Criterion 3 – Applicant Team Capabilities and Experience (10 pts.)

The extent to which the applicant team provides objective evidence that it has the professional resources and abilities to successfully complete the R&D project in a technically defensible manner. Current activities, relevance and depth of the organization's experience and capabilities, together with that of the PI, will be evaluated as it relates to the likely successful completion of the R&D objectives.

In evaluating this criterion, DOE will consider the extent to which the application demonstrates the following:

- That the capabilities and qualifications of engineering and scientific personnel, PI, other key contributors are such that they can successfully accomplish the technical scope of the proposed project.
- That the applicant or its team members have demonstrated successful experience/past performance, knowledge and understanding of the business and regulatory requirements for projects of similar size, scope and complexity in achieving project technical success within budget and on time with no significant safety and quality issues.

Points	Scoring Criteria
9-10	Outstanding labor and non-labor resources, with no apparent shortcoming for executing the proposed scope of work
6-8	Reasonable and appropriate labor and non-labor resources with some weaknesses in either area; cost structure may not be fully supported
3-5	Questionable staffing, equipment, or cost; weaknesses evident that may impact performance
1-2	Unsatisfactory resources or cost structure posing significant risk of non-performance

Score (0 - 10):

Applicant Team Capabilities and Experience Comments

Please provide detailed comments on the quality of this proposal with respect to the listed criteria. Particularly note the proposal's strengths and weaknesses.

XXXX Placeholder text

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Save

Submit

Click “Submit” to finish your review. If you have any problems, please contact Drew Thomas (drew.thomas@inl.gov; 208-526-1602).

Thank you for your participation!!